

## **September 14, 2005 AACRAC MEETING MINUTES**

Members present: Steve Hanlin, Kent Heikens, Jeff Hoelsing, Loren Jones, Louisa Tabatabai, Mark Tomer, Emilie Zehr

Guests present: Aurelio Curbelo, Dana Dinnes, Nina Grant, Carol Moran, Jeremy Singer

The order of items presented in these meeting minutes is consistent with presentation at this meeting and does not correspond with the order of proposed agenda items.

1. Meeting called to order 1:02 PM.
2. Today a presentation was given in the NADC Auditorium from 12:00 noon to 12:50 PM on Summer Intern Programs by Nina Grant, College of Agriculture, Minority Liaison Officer (MLO), Director of Agricultural Multicultural Programs. An electronic slideshow of the visual presentation will be made available to individuals writing their names and email addresses on a sign-up sheet. Nina Grant was assisted by Aurelio Curbelo. There were about 20 people in attendance. The Summer Internship Sponsor provides half the stipend while ISU provides the other half as well as housing accommodation and related necessities and orientation and guidance. This is a well-organized program with excellent infrastructure support. Information is available through Nina Grant, and from the presentation materials that will be made available on the AACRAC Website.
3. Nina Grant further elaborated on the presentation at the AACRAC Meeting. Individuals with a proposed project for the Summer Internship Program should get their proposals submitted before November 1, 2005 so ISU may get the positions advertised for the best possible list of interested and qualified applicants. Applicants supply transcripts and other references to assist Project Internship Sponsors select suitable candidates.
4. One of the concerns for Intern support is transportation to the NADC from the ISU Campus. Carol Moran, Location Administrative Officer, informed the AACRAC there are federally funded transportation programs that could subsidize transportation via the Ames area local CyRide service. Additionally Carol Moran informed the AACRAC there are other assistance programs available for other concerns that may arise. The Intern Sponsor needs to propose a project and the concerns can be negotiated and likely overcome as there are options and provisions available.
5. Carol Moran pointed out one of the barriers for sponsorship was the 'credit' for sponsoring either by the Federal or State programs and

rules as to who gets 'credit' as anti-incentive to sponsorship. Again, the Intern Sponsor needs to propose a project and the concerns can be negotiated and likely overcome as there are options and provisions available. Many of the barriers can be overcome with suitable planning. Planning now for a summer intern for the summer of 2006 should begin now as it allows time to overcome barriers.

6. Carol Moran mentioned there are government or ARS programs that can assist minority individuals with education from undergraduate to graduate and a potential non-competitive job placement with a federal government position at this or other locations.
7. Carol Moran suggested if the AACRAC wants more support and better attendance to presentations the AACRAC should present their needs and concerns and ask for support from the SMT (Senior Management Team).
8. Carol Moran suggested placing more emphasis on a few observances with better support and effort and not so much emphasis many observances without emphasis and support.
9. Carol Moran suggested the AACRAC be more creative with their outreach and the Area is concerned with Outreach and will likely support it.
10. Carol Moran suggested food could be purchased, with the proper pre-authorization, to assist in attracting attendance to presentations.
11. Carol Moran suggested the AACRAC Membership could volunteer to assist with the upcoming ARS Career Fair Booth located in the Memorial Union on the ISU Campus ( Ag Career Day is scheduled for October 25, 2005)..
12. Nina Grant will send information to at least Mark Tomer who will make the information available to other Committee Members. Loren Jones suggested this information should be posted on the AACRAC Website, with links to ISU. The AACRAC Website currently has, and has had, links to ISU. Information will include the types of research projects that have been proposed and achieved in the past. Aurelio Curbelo mentioned the significance he has seen with the projects has been notable and impressive. The scientific achievements are significant and help further the missions of research and science.
13. Carol Moran mentioned there are programs to assist handicapped individuals with jobs and transportation and if there is a suitable combination these individuals can be hired non-competitively. Emilie Zehr will pursue this (these) program(s).
14. Emilie Zehr brought up the topic of 'mobbing in the workplace'. The Human Resources Division (HRD) presentation this spring/summer of 2005 did not address the concept or problem in any depth. It was addressed as a recognized behavior by the HRD Representative. Emilie Zehr thought the topic of mobbing should be presented more fully and mentioned Ron Horst, Acting Director; NADC was supportive of educating and addressing mobbing behavior. Kent Heikens has a

- contact and has been working on an individual who trains schools/institutions/business on the subject. This has been discussed in prior AACRAC meetings. Kent Heikens is planning to bring this person to the next meeting so the AACRAC can decide what topics and concerns the AACRAC wishes to have specifically addressed.
15. Carol Moran adjourned from the meeting. Other guests stayed.
  16. 1:45 PM. AACRAC Meeting Minutes approved.
  17. Mark Tomer suggested surveys could be distributed to get a better understanding of how the AACRAC can be more responsive to the interests and needs of the represented locations. Additionally, Mark Tomer suggested modifying the survey for presentations devised by Eva Wojcik.
  18. Eva Wojcik, SOMMR has resigned from her current position and has concurrently resigned from the AACRAC.
  19. Individuals whose terms are served and will not be on the Fiscal Year 2006 AACRAC are: Jeff Hoelsing, Louisa Tabatabai, and Mark Tomer.
  20. Tim Anderson, NADC, has resigned from the AACRAC.
  21. Jeremy Singer, guest to the AACRAC this meeting, is to succeed Mark Tomer as the NSTL Representative as appointed by Jerry Hatfield, Director of NSTL location.
  22. Jaci Weese is the proposed successor to Eva Wojcik to represent the SOMMR location.
  23. There are no other individuals proposed for any of the other AACRAC positions upcoming vacant.
  24. Election of FY 2006 Officers. Officer's positions will be Chairperson, Vice Chairperson, and Secretary. The duties and responsibilities are outlined in the AACRAC Charter. Nominated for Chairperson, Amanda Toot, elected. Nominated for Vice-Chairperson, Kent Heikens, elected. No nominations or volunteers for Secretary. Secretary election tabled until the next meeting, normally scheduled for October 12, 2005. Loren Jones volunteered to act as Secretary for the October 12, 2005 meeting.
  25. Review of observances, Women's' Equality Day, Louisa Tabatabai. Posters presented at the five locations. A video was purchased 'Votes For Women' and can be shown at some suitable time in the future. Louisa Tabatabai tried to get a speaker for a presentation but was unable to coordinate the event.
  - 26.
  27. Steve Hanlin on the AACRAC Website. The AACRAC Charter is not currently on display, but will be. Information presented at this meeting will be included. Website is current, up to this meeting and has information pertaining to the most recent presentations. Mark Tomer will forward the August 10, 2005 Meeting Minutes so they can be placed on the AACRAC Website.
  28. Kent Heikens name is listed as volunteer for FY 2005-2006 Hispanic Heritage Month even though he likely did not volunteer. This was

- discussed last meeting and Loren Jones agreed to split the duty. Kent Heikens will present materials at the NSTL and other ISU Campus locations. Loren Jones will make arrangements at the NADC.
29. Emilie Zehr will present posters and present the video, 'A Brilliant Madness'. Time of the presentation is yet to be determined.
  30. Volunteers for FY 2006 Veteran's Day, Loren Jones.
  31. More discussion on what the AACRAC can do including Carol Moran's suggestion of coupling some presentations with a food item representing some aspect of the observance. There was participation from AACRAC Members and AACRAC Guests.
  32. Loren Jones commented and asked Nina Grant for permission to consult her on a variety of topics pertaining to the various missions of the AACRAC, ARS, and U.S. Government concerns in the mission of civil rights activities and support. Nina Grant indicated she would gladly advise and assist the AACRAC on a variety of concerns and interests.
  33. Mark Tomer will forward ongoing concerns to be agenda items to Amanda Toot, FY 2006 Chairperson.
  34. Meeting Adjourned, 2:20 PM.

Minutes written by Loren Jones